

1. A method for making written documents available to the visually impaired, comprising:

generating a cover sheet including  
machine readable information, and  
tactilely readable information; and  
scanning a document using the cover sheet.

2. The method of claim 1, wherein the document includes at least one user-selectable parameter, and the method further comprises  
selecting the at least one user-selectable parameter.

3. The method of claim 2, wherein selecting the at least one user-selectable parameter includes checking a box on the sheet.

4. The method of claim 2, wherein the at least one user selectable parameter includes at least one email address.

5. The method of claim 2, wherein the at least one user selectable parameter includes a database.

6. The method of claim 2, wherein the at least one user selectable parameter includes a group printer.

7. The method of claim 1, further comprising tactilely reading the cover sheet.

8. A cover sheet for scanning a document, comprising:  
machine readable markings; and  
tactilely readable markings.

9. The cover sheet of claim 8, wherein the sheet also contains user selectable markings.

10. The sheet of claim 9, wherein the tactilely readable markings includes a description of the user-selectable features.

11. The sheet of claim 9, wherein the user selectable markings include at least one email address.

12. The sheet of claim 8, wherein the tactilely readable markings include Braille.

13. The sheet of claim 8, wherein the machine readable markings include a bar code.

14. The sheet of claim 8, wherein the machine readable markings includes glyphs.